



Working Practices of the Montreux Document Forum as adopted on 16 December 2014

1. The Montreux Document Forum (MDF) provides a venue for informal consultation and facilitates coordination and communication among Montreux Document (MD) participants¹ in relation to outreach, implementation and good practices. It assists States in implementing the rules and good practices contained within the MD.
2. The MDF consists of a plenary meeting, Working Groups, a Group of Friends of the Chair and a Secretariat. As a rule, the MDF meets once a year in Geneva. *Ad hoc* meetings can be convened as necessary and could take place via video- or teleconference.
3. The MDF plenary meeting is open to all MD participants and the International Committee of the Red Cross (ICRC). Other States, International Organizations as well as other relevant actors, such as expert stakeholders, may be invited by the MDF as observers.
4. The MDF is chaired by two Co-Chairs, tasked by the plenary meeting, who carry out their functions in consultation with the Group of Friends of the Chair and with the support of the Secretariat. Switzerland and the ICRC will act as initial Co-Chairs of the MDF. The Co-Chairs coordinate the substantive preparation of MDF meetings, preside over the meetings, steer the MDF between sessions and coordinate the required follow-up, among other tasks.
5. The Group of Friends of the Chair assists the Co-Chairs in the performance of their functions including by providing input on the draft agenda of plenary meetings and on documents submitted to the MDF, coordinating the work of the MDF, and encouraging and facilitating further outreach. The Group of Friends of the Chair is composed of the Co-Chairs of the MDF and representatives from MD participating States selected on the basis of two criteria: geographical representation, and representation of Home, Contracting and Territorial States and/or MD supporting International Organizations. The members of the Group of Friends of the Chair will be elected by the plenary for a period of two years.
6. Secretariat functions are carried out by the Geneva Centre for the Democratic Control of Armed Forces (hereinafter DCAF), which assists the MDF in the performance of its functions, including by coordinating the organization of the meetings. Switzerland will provide an initial financial contribution for the basic costs related to secretariat functions.

¹ This expression encompasses States and International Organizations having expressed support for the Montreux Document.

7. Two Working Groups are established: (1) Working Group on the International Code of Conduct Association; (2) Working Group on the use of private military and security companies in maritime security.
8. The plenary meeting may establish additional Working Groups as may be necessary.
9. Working Group meetings are open to all MD participants on a voluntary basis and, subject to a decision by the plenary meeting, to observers and expert stakeholders. Participation in the MDF plenary meeting is without prejudice to participation in the working groups.
10. Chairs of the Working Groups are elected by the plenary meeting for two years.
11. Chairs of the Working Groups report annually to the MDF on their activities.
12. The Working Group on the International Code of Conduct Association (ICoCA) (hereinafter ICoCA Working Group) performs the functions of the Advisory Forum of Montreux Document Participants as provided for by the Articles of ICoCA. Its mandate is, in accordance with Article 10 of the Articles of Association, "to provide advice to the Association on national and international policy and regulatory matters".
13. The Working Group on the use of private military and security companies in maritime security (hereinafter Maritime Working Group) serves as a forum to discuss the relevance of the MD to maritime security, its interaction with relevant international organizations and initiatives on maritime security and ways to assist States in implementing the MD.
14. Costs of the MDF are funded through voluntary financial and/or in-kind contributions, subject to decisions made by the plenary meeting regarding the acceptance of such contributions.
15. The MDF is an informal forum with no authority to take legally binding decisions.
16. The MDF plenary meeting and Working Groups will make every effort to operate by consensus.
17. The MDF may amend its Working Practices based on a decision by the plenary.